

***United States Court of Appeals
for the Sixth Circuit***

VACANCY ANNOUNCEMENT 06-02

August 22, 2006

Position Title: CJA Case Budgeting Attorney

Location: U.S. Court of Appeals, 6th Circuit
Potter Stewart United States Courthouse
Cincinnati, OH 45202

Salary Range: Salary Level CL 31 (\$85,697- \$139,296)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: This is a full time professional position providing guidance and educational support on Criminal Justice Act (CJA) case budgeting for courts and CJA panel attorneys in the circuit. The incumbent will work with courts within the 6th Circuit in developing and implementing case budgeting procedures and forms for CJA panel attorney representations in capital and other high cost cases. Additional duties will include developing policy guidance for the review of case budgets; and maintaining, analyzing and monitoring a central database of budgets & expenditures. The primary judiciary contacts are judges, chambers staff and court personnel. Contacts will also include interaction with attorneys, court executives, CJA committees, AO personnel, and federal defenders. The position is funded through a three year pilot project; upon evaluation of the project, the position may be made permanent without further competition, subject to the availability of funds.

Requirements: Must be a graduate of an accredited law school and possess a JD degree. Must have at least four years of progressively responsible experience in the practice of law, legal research, or similar activities after receipt of JD. Must be admitted to practice before the highest court of a State, Territory, Commonwealth or possession of the U.S. Must maintain confidentiality and possess excellent organizational, writing and communication skills. Must possess extensive knowledge of federal criminal law and death penalty litigation. The incumbent must be analytically skilled in a wide range of complex legal and administrative concepts. Extensive experience with legal billing and financial procedures and practices including bookkeeping and financial procedures is required. Must possess the ability to present complicated legal concepts orally and in writing.

Application Procedure: Please submit a cover letter and resumé detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit cover letter and 2 resúms to:

United States Court of Appeals, Sixth Circuit
216 Potter Stewart United States Courthouse
Cincinnati, OH 45202
Attn: Alice Roberts

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
THE UNITED STATES COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER.**